



Human Resources

What's New, What's Hot

DOTD Employees are #1: The week of May 1 - 5, 2006 has been declared Public Service Recognition Week and DOTD is celebrating in some great ways! The outlying Districts and Sections are hosting celebrations, including picnics and skits, to honor their employees. At Headquarters, the week kicks off with a standing ovation for DOTD employees on Monday at 10:00 am. The "big event" will be a free Jambalaya lunch on Wednesday, May 3, served on the HQ Annex grounds beginning at 11:30 am. Entertainment will be provided along with door prizes. The Customer Service Center is also sponsoring a "DOTD Trivia" contest via its Special Events tab on the Customer Service web site. Winners will be eligible for prize drawings every afternoon of the week.

"Ask HR": This on-line feature is available to any employee who wishes to submit employment-related questions to the HQ Human Resources Section. Questions received are promptly addressed by HR staff and are used to enhance our "Frequently Asked Questions" (FAQs) web page. Please note that when submitting questions, your name and e-mail address are required.

Civil Service Rule Change Governing K-Leave: CS Rule 21.11 now states that accrued K-Leave (earned at the hour-for-hour rate) at or below the 360 hour cap will be carried forward from one year to the next on a fiscal year, rather than calendar year, basis. Employees with hour-for-hour K-leave balances exceeding the 360 hour cap will therefore be paid for the excess leave within ninety (90) days after the beginning of the fiscal year. [Note: an employee's time and one-half K-leave balance beyond the 240 hour cap will continue to be paid in cash to the employee on the next payday following the period during which the excess is earned.]

HR Section's Redefined Mission Statement: The HR Staff recently collaborated to better define its primary purpose as follows: *"To provide the resources needed to attract, develop and retain DOTD's most valuable asset, its employees."*

Special Events

May 2	Training: Writing SMART Performance Expectations, District 62, Hammond
May 3	State Employee Recognition Day Lunch-11:30 am @ HQ Civil Service Commission Meeting
May 4	Training: Writing SMART Performance Expectations, District 07, Lake Charles
May 10	Training: Writing SMART Performance Expectations, District 05, Monroe
May 11	Training: Writing SMART Performance Expectations, District 58, Chase
May 12	Training: How to Select the Best Candidate, HQ
May 15	Training: Writing SMART Performance Expectations, District 61, Baton Rouge

May 16	Training: How to Select the Best Candidate, District 02, Bridge City
May 17	Training: How to Select the Best Candidate, District 02, Bridge City Standing Committee on Human Resources (SCHR) Meeting
May 18	Training: Writing SMART Performance Expectations, District 02, Bridge City
May 19	Training: Writing SMART Performance Expectations, CCCD
May 22	Training: Writing SMART Performance Expectations, District 03, Lafayette
May 23	Training: New Employee Orientation, HQ
May 29	Memorial Day Holiday (must be declared by the Governor)

Operations Unit Update

Civil Service Testing Schedule: Effective Monday, May 1, 2006, the test schedule for the Civil Service Baton Rouge Testing Center will change. Some tests will be given only on certain days and will not be available at all test sessions. Refer to the State Civil Service website at <http://www.dscs.state.la.us/> for the new test schedule.

Personnel Management Unit Update

Reminder To Supervisors:

All PPR ratings for FY 05-06 must be completed between May 1 - June 30. Completion includes the review/approval by the DOTD Reviewer and the face-to-face discussion between the rating supervisor and the employee. You should check with your section/district administrator regarding internal deadlines for submitting your PPR Ratings prior to issuance to employees. Any employee whose rating is not completed by June 30 (which means reviewed/signed/discussed w/employee) will be recorded as "unrated."

From May 1, 2006 until April 30, 2007, merit increase eligibility is based on the employee's PPR rating for the rating period ending June 30, 2006.

All PPR rating forms must be submitted to either the appropriate District HR or Headquarters HR office by July 5, 2006. District HR Offices should complete all PPR data entry by July 21, 2006, then submit original PPR rating forms to Headquarters HR.

For the upcoming fiscal year rating cycle (July 1, 2006 - June 30, 2007), all PPR Planning sessions (goals/expectations) must be completed by July 14. Again, you should check with your section/district administrator for internal deadlines to complete your employees' PPR Planning prior to issuance to employees (which means reviewed/signed/discussed w/employee).

Wednesday, May 31, 2006

La DOTD does not discriminate on the basis of race, sex, religion, color, national origin, age or disability. For questions refer to DOTD's [ADA Policy](#) and [Workplace Harassment Policy](#).

[Comments or Questions](#)

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